

6.0 PLAN MAINTENANCE PROCEDURES

6.1 PLAN EVALUATION AND MAINTENANCE

The State Hazard Mitigation Officer (SHMO) as part of the Montana Disaster and Emergency Services (DES) Division of the Department of Military Affairs and the State Hazard Mitigation Team (SHMT) are responsible for the evaluation and maintenance of this Multi-Hazard Mitigation Plan and Statewide Hazard Assessment. Comments and updated information on the State of Montana Multi-Hazard Mitigation Plan and Statewide Hazard Assessment can be submitted at any time to the following:

***State Hazard Mitigation Officer
Montana Disaster and Emergency Services
P.O. Box 4789
Fort Harrison, Montana 59636-4789***

6.1.1 Process Used Over the Past Three Years

A PDM-C planning grant was submitted for FEMA funding two years prior to the State Plan update (a 2005 grant funded completion of the 2007 plan update). The State followed appropriate contracting guidelines to hire a Contractor to complete the State Plan Update. This process was initiated at least 16 months prior to the expiration date of the current plan. The term of the contract to update the State Plan was essentially one year.

The approach outlined in 2004 to evaluate and maintain the State Plan included an “as-needed” meeting of the State Hazard Mitigation Officer (SHMO) and/or members of the State Hazard Mitigation Team (SHMT) to coordinate with other agencies to document their mitigation progress. An annual Stakeholders meeting was to be held to solicit input from local, state, federal, tribal, and private organizations or individuals on the existing plan and proposed changes.

Between 2004 and 2007, no meetings were held between the SHMO, SHMT, or Stakeholders to evaluate the State Plan or coordinate on implementing the state mitigation strategy. It is therefore, apparent that a change in method and schedule is needed to ensure plan evaluation takes place during the next three year period so the State of Montana is able to fulfill the commitments outlined in the State Plan.

6.1.2 Revised Process for Next Plan Update

A PDM-C planning grant would be submitted to FEMA for the next State Plan update in the same timeframe previously described. A Contractor would be retained to perform the update under a one-year contract.

Lessons learned from the past plan maintenance process indicate that a formal meeting time and place needs to be established for the annual review of the Montana State Plan to ensure it takes place. Holding the State Plan maintenance meeting in conjunction with an activity that has the majority of the project Stakeholders already in one place will provide a cost- and time-savings opportunity to get meaningful input on the State Plan.

The revised process to maintain the State Plan consists of an annual stakeholders meeting to be held either during the “Governor’s Emergency Preparedness Summit” or at the “DES Spring Training Symposium”. The “Governor’s Emergency Preparedness Summit” occurs

every other year (even years), during the last full week in April. Emergency managers attend this meeting from all sectors including federal, state, and county/tribal emergency managers, public officials, health workers, private citizens and contractors. The State Plan maintenance meeting would take place during a break-out session during the summit. In odd years (when the Montana legislature is in session), the annual Stakeholders meeting would take place in conjunction with the "DES Spring Training Symposium". The symposium is primarily made up of all the state and county/tribal DES staff personnel. Previous and new Stakeholders would be notified of the meeting with at least one month's notice. Sign-in sheets and meeting minutes would be included in subsequent State Plan updates.

The State Plan maintenance meetings would include an evaluation of the statewide risk assessment and mitigation strategy. There would be a facilitated exchange on how to improve coordination among agencies and how to more effectively integrate mitigation into other state programs. Further details on the Stakeholder meeting is presented in *Section 6.2.2* below.

A schedule of updates, as shown in **Table 6.1-1**, demonstrates the aspects of the plan that will be reviewed following a disaster, annually, and every three years. Following the three year review, a copy of the updated plan would be submitted to the FEMA – Region VIII office for approval, as required by the Disaster Mitigation Act of 2000. The next State Plan Update is scheduled for 2010.

Table 6.1-1 Schedule of Update Activities

Plan Aspect	Post-Disaster	Annually	Every 3 Years
Stakeholders meeting on the past year's activities, problems, and input process		X	X
Planning process			X
Organization responsibilities			X
Integration with other state plans	X	X	X
Integration of local plans		X	X
Economic data			X
Population data			X
Hazard profiles/Addition of new hazards	X		X
Hazard assessment methodology			X
History and disaster declarations	X	X	X
New study data		X	X
GIS data		X	X
State structure data			X
Data limitations			X
Qualitative hazard assessment			X
Goals, objectives, and potential actions	X	X	X
Funding sources		X	X
State capabilities		X	X
Local capabilities		X	X
Plan and project coordination		X	X
Project prioritization	X	X	X
Plan evaluation process		X	X
Project monitoring		X	X

6.2 PROJECT MONITORING/EVALUATION

In addition to updating the information in the plan document, projects and their progress towards achieving goals and objectives individual projects are monitored by the state agency implementing the project or the grant. Generally, HMGP and PDM projects are monitored by Disaster and Emergency Services, FMA and NFIP projects are monitored by the DNRC, Water Resources Division, and National Fire Plan projects are monitored by DNRC, Forestry Division. Each agency tracks projects through their own databases and quarterly reports to federal agencies.

6.2.1 Process Used Over the Past Three Years

The approach outlined in the 2004 State Plan to monitor and evaluate mitigation projects required that state agencies submit annual progress reports to the State Hazard Mitigation Team (SHMT). The State Hazard Mitigation Officer (SHMO) was to initiate requests for the reports from agency contacts at least 60 days before the annual Stakeholders meeting. Within 30 days, the reports were due to the SHMT. The information contained in these reports was to include projects initiated, the status of continuing projects, and project closeouts. The SHMT was to be responsible for consolidating the reports and evaluating the progress in meeting goals and objectives.

During the three years since the 2004 State Plan was approved, no progress reports were received from state agencies documenting their progress towards implementing the State's mitigation strategy. On PDM-C projects, the SHMO received progress reports from FEMA grantees.

6.2.2 Revised Process for Next Plan Update

The process used to monitor mitigation projects for the next plan update cycle has been revised as a result of "lessons learned". It is apparent that interest in hazard mitigation wanes during the three year interim between State Plan revisions. Therefore, the revised monitoring process would involve enhancing state agency involvement and increasing their interface with the local jurisdictions by implementing an on-going dialog on hazard mitigation throughout the year. In this manner, a system will be established for reviewing progress on achieving goals and implementing projects in the statewide mitigation strategy.

Under the direction of the SHMO, the State Plan Advisory Committee would be enhanced to include at least one representative from each state agency involved in hazard mitigation. Agencies such as the DNRC would have representatives from both the Water Resources and Forestry Divisions. The six DES District Representatives would also be included on the Advisory Committee to bring in the local perspective. The enhanced Advisory Committee would meet and/or coordinate via conference call on a semi-annual basis (two times per year) to work on program integration and implementing the statewide mitigation strategy. Working groups would be established to further develop or promote specific aspects of the mitigation strategy. The SHMO would arrange the meetings/conference calls with at least 30 days advance notice and provide Advisory Committee members and/or working groups with an outline of topics needing attention.

At the annual Stakeholder meeting (described in *Section 6.1.2*, above), each state agency or working group will be invited to make a presentation on the status of mitigation activities including new projects and project closeouts. The presentation would also include a discussion on whether mitigation actions were implemented as planned and/or what

changes were made. Working group reports and/or meeting minutes would be reviewed by the SHMO to monitor progress made toward implementing the statewide mitigation strategy and included as documentation in the State Plan Update. Management and maintenance of this monitoring system would be the responsibility of the SHMO.